

## Health Professionals' Services Program Program Guidelines

**Title: Criminal Background Check for Self-Referred Licensees**

**Pages: 2**

**Revision Date: 5/16/2017; 3/19/2014; 5/15/2013**

### **Guideline:**

1 As determined by the Advisory Committee, all self-referred licensees entering the Health Professionals'  
2 Services Program are required to complete an annual criminal background check within six months prior  
3 to program completion or at any time when requested by the Program. Licensees who do not return  
4 their criminal background checks within the specified timeframe will not be released from the Program.  
5 If licensee's background check shows a previously unreported event within their time in the monitoring  
6 program a non-compliance report will be submitted to the licensee's licensing board.

7 The Administrative Case Coordinator (ACC) will notify the licensee via mail or email of the need for an  
8 annual criminal background check. The notification will include the following information:

- 9 1. Notification that licensee needs to complete a required annual criminal background  
10 check within the next month.
- 11 2. How to obtain their criminal background information.
- 12 3. Requirement that licensees are to obtain a notarized criminal background report  
13 and send unopened to their agreement monitor.
- 14

15 Procedures on obtaining a notarized criminal background report provided to self-referred licensees

### **How to Obtain a Copy of Your Own Oregon Criminal Record**

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18 To obtain a copy of your own Oregon criminal history report or a clearance letter indicating that you  
19 have no Oregon criminal history, you will need to complete the following steps. Licensees need to  
20 **request a notarized copy** and send the document unopened to their Agreement Monitor at Integrated  
21 Behavioral Health, 1220 SW Morrison St. Ste. 600, Portland OR, 97205.

- 22  
23 1. Obtain properly rolled set of your fingerprints using the blue applicant fingerprint card  
24 (FD258). A sample of this fingerprint card can be seen at: [http://www.fbi.gov/about-](http://www.fbi.gov/about-us/cjis/nics/appeals/fingerprint-card-pdf)  
25 [us/cjis/nics/appeals/fingerprint-card-pdf](http://www.fbi.gov/about-us/cjis/nics/appeals/fingerprint-card-pdf) Please contact local police agency or fingerprinting  
26 service for information. Fingerprint cards may be reused as permitted by the Oregon State  
27 Police. Fingerprints may also be obtained at the local police office during these designated  
28 days/times:

- 29 Monday-Friday from 8:00 a.m. to 4:30 p.m. (The cost for this service is \$20.00 per card.)  
30
- 31 2. Submit a \$38.00 check or money order payable to Oregon State Police, along with the  
32 completed “Own Record Request Form” which can be obtained from the website:  
33 [www.oregon.gov/OSP/ID](http://www.oregon.gov/OSP/ID). **For notarized requests add an additional \$5 per copy.**  
34
- 35 3. Mail the above documents to the following address:  
36 Oregon State Police  
37 Identification Services Section  
38 Unit 11  
39 P.O. Box 4395  
40 Portland, OR 97208-4395  
41
- 42 4. The results, along with the fingerprint cards submitted will be returned to you. Please allow 7-  
43 10 business days to receive your response. **Due to the confidentiality of criminal history**  
44 **record information, results will be mailed only to the requestor.**  
45
- 46 5. Mail the **unopened** results to:  
47 HPSP  
48 1220 SW Morrison St, Ste 600  
49 Portland, OR 97205  
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52 For questions or further information, please contact the Oregon State Police at (503) 378-3070 or  
53 checkout the website: [www.oregon.gov/OSP/ID](http://www.oregon.gov/OSP/ID).

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55 If you have a question regarding what is required by HPSP, please contact your Agreement Monitor.  
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